

## REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120009-5

FTB - 1 STAT

1. TITLE OF REPORT (if a fill-in report include Form No.)

## ACTIVITY REPORT

2. TYPE  
OF  
REPORT

XX

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

XX

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

WEEKLY

6. DISTRIBUTION (No. of components not  
number of copies)

1

STAT

7. FORMAT (memorandum, form  
computer print-out, etc)

MEMO.

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

XXX

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

CHIEF, [ ]

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

OL/SD/ [ ]/FTB

11. FEEDER REPORTS (State total number and identity by title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13	\$8.06		1/4 Hr.		\$2.02		52		\$105.04
GS-05	3.15		1/4 Hr.		.79		52		41.08
26 hrs									

## B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$146.12

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.Report presents review of major items of interest which occur within the weekly  
reporting period.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

XXX

RETAIN AS IS

[ ] OTHER (explain)

MAN-HOURS

DOLLARS

CHANGE

DISCONTINUE

STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

9/22/70

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CHIEF, FREIGHT TRAFFIC BRANCH

FORM

142

Classification

(22)